



Idaho Infant Toddler Coordinating Council Executive Committee Meeting Minutes

Date: January 21, 2020 10:00 AM MST

Location: 450 W. State Street 5th Floor
Conference Room 5 Child Welfare
1-877-820-7831 #297686

Present: Christy Cronheim, Mary Gauthier, Angela Lindig, Paula Mason, Emily Petersen, Sara Matthews

Excused: Carrie Hull

Staff: Mersiha Fullinwider, Program Specialist, Margaret Odedo, recorder

Task/Topic	Discussion	Action Item (defined by the need to vote)
Welcome and roll call of Committee members	Angela Lindig called the meeting to order at 10:10 a.m. and welcomed all members.	
Approval of minutes	Christy Cronheim moved to accept the 12-17-19 Executive Committee meeting minutes as written. Sara Matthews seconded. Being no objection motion passed.	The 12-17-19 Executive Committee meeting minutes were approved via voice vote. Christy Cronheim - Aye Mary Gauthier - Aye Sara Matthews - Aye Paula Mason - Aye Emily Peterson – Aye Carrie Hull - Excused
November 6 th , 2020 ITCC Meeting	Angela Lindig asked the Committee to consider moving the November 6 th ITCC meeting to December 4 th or 11 th due to the Early Years Conference and Hub Leadership meeting also scheduled in November. After further discussion, it was agreed that December 4 th would work best. Mary Gauthier then moved to bring this to the Infant Toddler Coordinating Council (ITCC) for approval. Seconded by Christy Cronheim. Being no objection motion passed.	December 4 th date to replace November 6 th ITCC meeting was approved via voice vote. Christy Cronheim - Aye Mary Gauthier - Aye

		Sara Matthews - Aye Paula Mason - Aye Emily Peterson – Aye Carrie Hull - Excused
FFY19 targets for the State Systemic Improvement Plan (SSIP)	Christy Cronheim provided information on SSIP targets and indicated that the FFY 18 target of 60% was not met. Christy further proposed to keep the 60% target for the FFY 19 because the Infant Toddler Program has not had enough time to collect Early Childhood Outcomes data with the new process, tools and resources implemented statewide. Christy indicated that our Research Analyst suggested we adjust this target in about 1-2 years, so ITP can compare the data collected from the old and new processes prior to resetting the baseline and targets. Mary Gauthier moved that the FFY 19 target of 60% be accepted by the Executive Council and then presented to the ITCC for a final vote.	FFY19 targets for the SSIP were approved via voice vote. Christy Cronheim - Aye Mary Gauthier - Aye Sara Matthews - Aye Paula Mason - Aye Emily Peterson – Aye Carrie Hull - Excused
Update on Room 7A Logistics	Mersiha Fullinwider reported that a new microphone was brought to her by Information Technology staff and we will be using it during the January 31, 2020 ITCC meeting. She also stated that she, Margaret, and Information Technology staff will test it to make sure that everything is working on the 24 th of January. Tables will be pushed together as well for our January 31 st ITCC meeting.	
Strategic Plan Update	<ul style="list-style-type: none"> The Executive Committee reviewed and accepted a letter that was drafted by Carrie Hull addressed to ISU. Mary Gauthier moved to submit the letter to the Infant Toddler Coordinating Council members, and the motion was seconded by Christy Cronheim. Being no objection motion carried. Angela Lindig reviewed information from the Public Awareness Task Force held on 01/07/2020. Highlights of this meeting included development of a flyer containing Infant Toddler Program (ITP) information. After further discussion, it was decided that this could be worked on during Strategic Planning at the January 31st Infant Toddler Coordinating Council meeting. The Council members can propose the content of the flyer, including ITP services and how the Infant Toddler Coordinating Council supports the ITP. Follow up: Angela will take key elements from the framework and put together information for the January 31st ITCC Meeting. 	Letter to ISU was approved via voice vote: Christy Cronheim - Aye Mary Gauthier - Aye Sara Matthews - Aye Paula Mason - Aye Emily Peterson – Aye Carrie Hull - Excused
Update no Governor's	Christy Cronheim reported that we have been asked to provide the Governor's	

Appointment	Office with the list of ITCC members and their term expiration dates by January 27 th . Follow up: Mersiha Fullinwider will provide the information to Christy.	
Planning for January ITCC Meeting	Angela Lindig stated that we must have the agenda posted by January 24 th to meet Public Information deadlines. She then reiterated that a flyer will be worked on as a group activity during the Strategic Planning time.	
Vice-Chair Job description update	Carrie Hull was not present to provided information. However, the Executive Committee agreed that the job description will be provided to the ITCC members for discussion at the January 31 st ITCC meeting.	
Closing and date of next call	The next meeting is scheduled for February 18 th from 10:00-11:30. Being no other business, the meeting adjourned at 11:30 a.m.	Motion to adjourn made by Christy Cronheim, seconded by Emily Petersen; approved by voice vote: Christy Cronheim - Aye Mary Gauthier - Aye Sara Matthews - Aye Paula Mason - Aye Emily Peterson – Aye Carrie Hull - Excused